



**INFORMATION SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 43 SFS/SFAI (MSgt Montgomery)

Certified by: 43 SFS/CC
(Maj Foster)

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AFI 31-401, 1 Jan 99, is supplemented as follows: This supplement is applicable to all Air Mobility Command (AMC) units on Pope; non-AMC units may request participation in the Pope AFB Information Security Program by submitting a letter of participation notification/request to the Information Security Program Manager (ISPM) through the Information Security Program Monitor, 43 SFS/SFAI.

SUMMARY OF REVISIONS

Updated OPR and Certifying Officials. Added requirement to submit requests for inclusion in the Information Security Program through the Information Security Program Monitor.

5.14. (AFI 31-401). Airfield Management (43 OSS/OSAA) is designated as the primary storage facility for transient classified material up to and including Secret. The Pope Command Post (43 AW/CP) is designated as the alternate storage facility for transient classified material up to and including Secret for AMC transient aircrews only. Aircrews can contact the 43 OSS/IN, Top Secret Control Officer to arrange for storage of Top Secret material.

1.3.5.1. (AFI 31-401). Commanders or staff agency chiefs must appoint security managers in writing to implement and manage the Information Security Program within the unit or staff agency. The nature of the position, duties, and responsibilities should be considered when appointing security managers. Refer to **Attachment 1 (Added)** of this supplement.

1.3.5.1. (AFI 31-401). Unit commanders/staff agency chiefs will also designate primary and alternate classified account custodians in writing. Submit a copy to 43 SFS/SFAI.

5.10.1.1. (AFI 31-401). Unit commanders/staff agency chiefs who routinely originate, store, receive, or dispatch Top Secret material must establish a Top Secret account and designate a Top Secret Control Officer with one or more alternates to maintain it. A copy of appointment letters will be provided to 43d Communications Squadron (43 CS) and 43 SFS/SFAI.

5.24. (DoD 5200.1R). When major (non-emergency) repairs are required, the locksmith must either have a favorable National Agency Check or must be continuously escorted while repairing security containers. An appropriately cleared person from the owning agency must remain with the safe until the contents are removed and secured by the owning agency. Personnel who have had their GSA approved security container repaired must have the locksmith confirm that the container still meets GSA standards.

1.4.2. (AFI 31-401). The base level Information Security Program Manager (ISPM) will conduct program reviews on an annual basis. Exception: ISPMs will conduct program reviews every 2 years for activities or units that do not store classified information.

1.4.1. (AFI 31-401). Unit commanders and equivalents involved with processing or holding classified information should ensure personnel conduct semiannual security self-inspections to evaluate the information security program effectiveness.

9.3.2.1. (AFI 31-401). Unit commanders or staff agency chiefs of the activity responsible for the security incident appoint an investigative/inquiry official, as appropriate, to conduct an investigation.

9.3.2.2. (AFI 31-401). When security incidents occur because of unauthorized transmission of classified material, the sending activity's commander or staff agency chief appoints the investigative/inquiry official.

9.3.2.3. (AFI 31-401). The investigative/inquiry official, who must be a commissioned officer or a non-commissioned officer in the grade of E-7 or above, will coordinate his/her actions with the servicing ISPM and staff judge advocate's office.

5.28.3. (AFI 31-401). Unit commanders and staff agency chiefs must designate a "clean-out day" once a year to ensure personnel are not retaining classified material longer than necessary. The second Friday in February of each year is designated as AMCs "shred-out" day.

1.3.5.3. (AFI 31-401). The ISPM will conduct quarterly security manager's meetings and prepare meeting minutes.

1.3.6.4. (AFI 31-401). Commanders must ensure security managers attend quarterly mandatory security manager's meetings.

7-301a. (DoD 5200.1R). Commanders/staff agency chiefs shall provide a written statement of authorization to all individuals escorting or carrying classified material off the installation.

1-401a. (DoD 5200.1R). Commanders/staff agency chiefs must submit waivers through the ISPM when storing classified material in areas not meeting the physical requirements outlined in DoD 5200.1-R.

2.3.1. (AFI 31-401). Personnel may send challenges to classification of Air Force information, in writing, to the Originating Classification Authority (OCA) with jurisdiction over the information in question.

5.15.1. (AFI 31-401). Activities hosting classified meetings and conferences will ensure appropriate security measures are taken to protect classified information discussed and provided to the attendees.

6-500. (DoD 5200.1R). Commanders/staff agency chiefs will establish and enforce procedures for reproduction of classified material that limit reproduction to that which is mission-essential and ensure that appropriate countermeasures are taken to negate or minimize risk.

5.4. (AFI 31-401). Personnel must have the appropriate clearance, have a signed Standard Form 312, *Classified Information Nondisclosure Agreement*, and a need to know before being granted access to classified information.

13.304a(2)(c). (DoD 5200.R). Security managers should maintain or have ready access to the following publications:

AFI 31-401	AFI 31-101 (If unit issues restricted area badges)
AFI 31-501	DoD 5200.1-R
AFI 31-601	DoD 5200.2-R
AFI 31-401 AMC/SUP1	DoD 5220.22-R
AFI 31-501 AMC/SUP1	AFPD 31-4
AFI 31-601 AMC/SUP1	

Attachment 1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-401 AMCSUP1, *Information Security Program Management*

AFI 31-501 AMCSUP1, *Personnel Security Management Program*

AFI 31-601 AMCSUP1, *Industrial Security Program Management*

Abbreviations and Acronyms

AMC—Air Mobility Command

AW—Airlift Wing

CP—Command Post

CS—Communications Squadron

OSS—Operations Support Squadron

OSAA—Airfield Management

SFAI—Information Security

SFS—Security Forces Squadron

Attachment 2 (Added)

SECURITY MANAGER APPOINTMENT LETTER

MEMORANDUM FOR 43 SFS/SFAI		(Date)
FROM:		
SUBJECT: Security Manager Appointment Letter		
1. In accordance with DoD 5200.1R/AFI 31-401 and AFI 31-501 as supplemented; the following personnel are designated as the primary and alternate security managers for this unit/staff agency.		
<u>NAME:</u>	<u>CLEARANCE:</u>	<u>DUTY PHONE:</u>
MSgt John Doe	Top Secret	2222 (Primary)
SSgt Jane Smith	Secret	2223 (Alternate)
2. These individuals are responsible for monitoring the USAF Personnel Security Program within the unit/staff agency and assisting unit personnel in completing all personnel clearance documentation as necessary. In addition, they are authorized to sign section II of AF Form 2586, <i>Unescorted Entry Authorization Certification</i> .		
3. The above personnel will be scheduled for initial security manager's training within 90 days of this duty appointment.		
4. This letter supersedes all previous correspondence, same subject.		
Commander/Staff Agency Chief signature element		

RICHARD J. CASEY, Brigadier General, USAF
Commander